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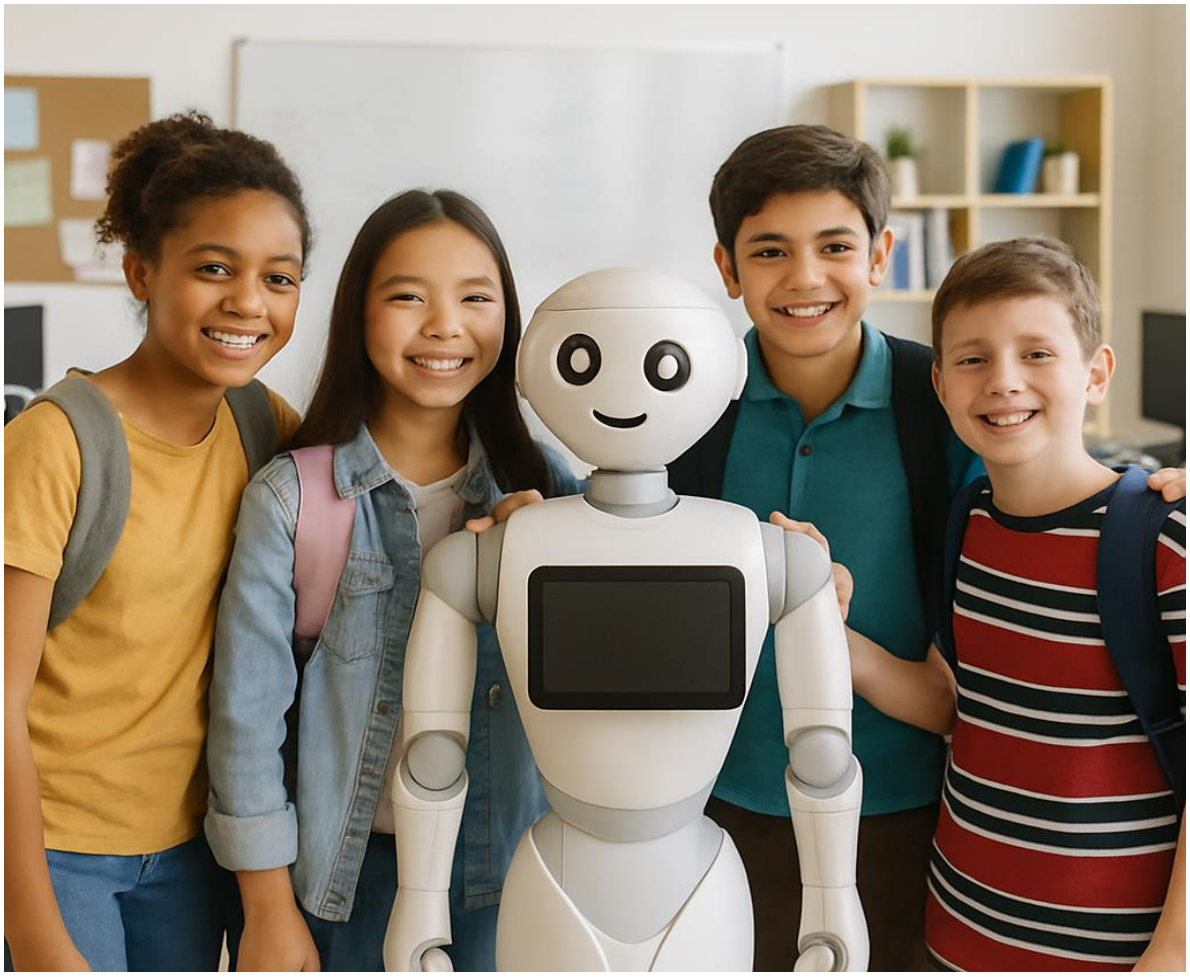
Computer World

Primary 6 First Term 2026



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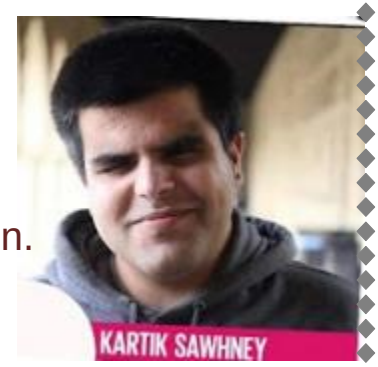
Theme 1 : Role of (ICT) in our lives

Lesson 1 : EXPLORER IN ACTION



- Mr. Kartik Sawhney :

✋ He is a National Geographic Explorer and a computer expert who uses technology to help people of determination.

✋ His studies focused on artificial intelligence and human-computer interaction.

✋ Mr. Sawhney creates applications that provide access to visual content to the blind and visually impaired.

✋ His app converts graphs into audio frequencies, allowing the listener to hear the difference in information in the graph.

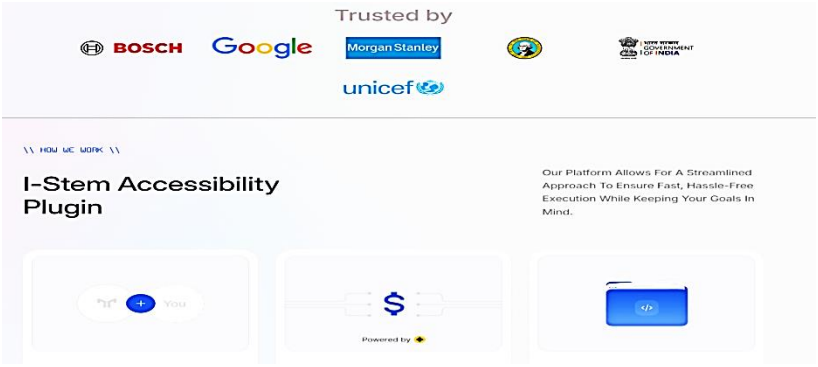
- I-Stem Platform :

✋ There are over one billion people of determination worldwide. In order for Mr. Sawhney to be able to help them, he co-founded I-Stem (istemai.com), a platform that provides software that changes digital texts into a format that can be easily used by the blind and visually impaired.

✋ A person who can't read a text might upload that text to the I-Stem website.

✋ The software converts the file into a Word document. A few minutes later, the person receives the converted document and listens to the text using a screen reader, which automatically reads text aloud.

- The I-Stem platform also includes mentorship and employment opportunities for people of determination.



- This is achieved by working with governments, technical universities, and corporations. Supported by UNICEF, Microsoft, and the National Geographic Society among other partner organizations, the initiative makes the services and venues of the organizations more accessible.
- People of determination can get help from volunteer mentors with writing resumes, preparing for job interviews, and getting answers to career-related questions.

● The Role of Egypt in supporting people of determination :

- Egypt supports people of determination in many settings.
- To assist the visually impaired, the Taha Hussein Library in the New Bibliotheca Alexandrina has scanners with special software that converts printed text into audio.

- Scholarships and special opportunities are offered to gifted individuals, such as “The Miracle Child” Rania Saleh who is a talented computer programmer with Down Syndrome.
- In 2022, Egypt launched several initiatives to empower Egyptian people of determination. They guide organizations to integrate employees of determination in the workforce and create job opportunities. In addition, the Ministry of Manpower is developing programs that educate and train people of determination for the job market.

● Speech Recognition Technology :

- Using a mobile phone can be difficult for people with a hearing impairment.
- However, there are apps that use speech-to-text technology to make communication by mobile phone easier.
- Usually during calls, the hearing-impaired person talks whereas the other person only listens.
- Now there are apps that use voice recognition technology to change speech to text in real-time.
- The text appears while the person is talking. If the hearing-impaired person has speech problems, he or she can type instead.
- The text is delivered to the other person as realistic speech. One such app is called Rogervoice.

- Hearing-impaired people can download and install the app on a smart phone, but the people who receive the calls don't need to install it, nor do they need to have a smart phone. Rogervoice has been downloaded by over 50,000 people worldwide .

Lesson (1) Questions

(1) Put True (√) Or False (x) :

1. Mr. Kartik Sawhney is a National Geographic Explorer and a computer expert. ( )
2. Mr. Sawhney's app converts graphs into visual images only. ( )
3. The I-Stem platform helps people of determination convert digital texts into an accessible format. ( )
4. Anyone can upload texts to the I-Stem website to convert them into a Word document for listening. ( )
5. The support provided by the I-Stem platform is limited to text conversion only. ( )
6. Egypt provides scanners in the Taha Hussein Library to convert printed text into audio. ( )
7. The Rogervoice app changes speech to text in real-time to assist people with hearing impairments. ( )
8. People who receive calls through Rogervoice need to install the app on their smartphones. ( )
9. Egypt's 2022 initiatives aim to integrate people of determination into the workforce. ( )
10. Speech recognition apps help people with hearing impairments communicate more easily by phone. ( )

(2) Choose The correct answer from a , b , or c :

1. Mr. Kartik Sawhney is an explorer for _____.

a) National Geographic b) Space c) History

2. Mr. Sawhney's app converts graphs into _____.

a) colorful images b) audio frequencies c) written texts

3. The I-Stem platform provides services for people of _____.

a) determination b) athletes c) tourists

4. The I-Stem website sends the converted document in _____ format for the user to listen to.

a) PDF b) Word c) PowerPoint

5. The I-Stem platform supports people by offering ___ and job opportunities.

a) games b) educational platforms c) mentorship

6. The Taha Hussein Library at the New Bibliotheca Alexandrina provides _____ to convert text to audio.

a) special software and scanners b) e-books c) pictures

7. _____ is an app that changes speech to text in real-time for hearing impaired users. a) WhatsApp b) Rogervoice c) Zoom

8. In Rogervoice, if a hearing-impaired person has speech difficulties, they can _____ instead of speaking.

a) write the text b) sing c) send a picture

9. Egypt's 2022 initiative aims to integrate people of determination into the _.

a) job market b) sports schools c) music bands

10. The speech recognition app helps people with _____.

a) vision problems b) hearing impairments c) writing difficulties

(3) Put True (√) Or False (x) :

1. Mr. Kartik Sawhney is a National Geographic Explorer who specializes in helping people of determination. ( )
2. The I-Stem platform only provides software services without any mentorship opportunities. ( )
3. Mr. Sawhney's app converts graphs into visual displays for blind users. ( )
4. There are over one billion people of determination worldwide. ( )
5. The Taha Hussein Library uses scanners that convert printed text into audio for visually impaired users. ( )
6. Rania Saleh is a computer programmer with Down Syndrome who received special recognition. ( )
7. Speech recognition technology makes mobile phone communication easier only for people with visual impairments. ( )
8. Rogervoice app requires both callers to install the application on their smartphones. ( )
9. Egypt launched initiatives in 2022 to empower people of determination in the workforce. ( )
10. The I-Stem platform is supported by organizations including UNICEF and Microsoft. ( )

(4) Choose The correct answer from a , b , or c :

1. Mr. Kartik Sawhney's studies focused on artificial intelligence and _____ interaction.a) machine-computer b) human-computer c) device-computer

2. The I-Stem platform converts digital texts into a format easily used by the _____ and visually impaired.

a) deaf b) blind c) elderly

3. A _____ automatically reads text aloud to help users access converted documents.

a) screen reader b) voice recorder c) text scanner

4. The I-Stem platform is supported by UNICEF, Microsoft, and the _____ Society.a) International Geographic b) World Geographic c) National Geographic

5. The Taha Hussein Library is located in the New _____ in Egypt.

a) Cairo Library b) Bibliotheca Alexandrina c) Alexandria University

6. In _____, Egypt launched several initiatives to empower people of determination.

a) 2021 b) 2022 c) 2023

7. Speech recognition technology converts _____ to text in real-time during phone calls.

a) images b) speech c) sounds

8. _____ is an app that helps hearing-impaired people communicate via mobile phones.

a) Voicetext b) Rogervoice c) Speechcall

9. The Ministry of _____ is developing programs to train people of determination for the job market.

a) Education b) Health c) Manpower

10. Rogervoice has been downloaded by over _____ people worldwide.

a) 30,000 b) 50,000 c) 70,000

Lesson 2 : Computer Network Devices

- Making connections :

- Wired networks :

✋ use physical wiring and cables which are plugged into ports on devices.

- Wireless networks :

✋ connect without wiring (wireless or Wi-Fi)

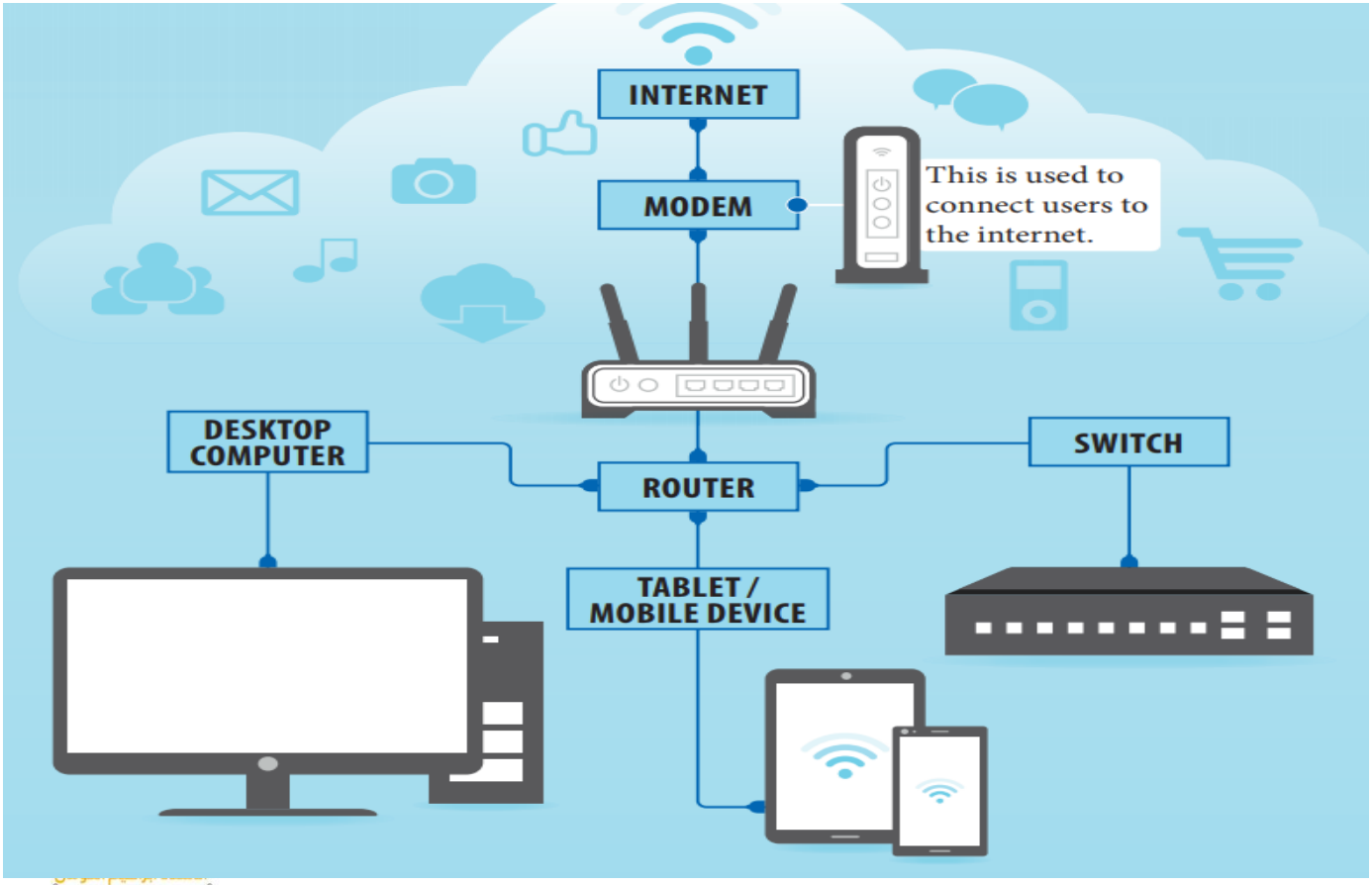
- Modem :

✋ a device that connects a local area network (LAN) to the internet.

✋ It converts the signal from the internet service provider (ISP), which transforms into a digital signal that can be read by devices.

- Switches:

✋ they can send data to a specific device over a network, which helps to make connections easier and faster.



● Artificial intelligence (AI) :

✋ Artificial Intelligence (AI) is a comprehensive term for computer applications that perform complex tasks that simulate the thinking and performance of the human element, such as the ability to learn and reason. By providing these technologies with information and knowledge related to a subject, and possible answers to all possible questions, the machine can give answers to the data provided, such as writing an article on a topic and inquiring about historical events and their sequence. AI also works to imitates sounds when provided with the tone of voice of an actual human being.

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Lesson 2 Questions

(1) Put True (√) Or False (x) :

1.Wired networks use physical wiring and cables that are plugged into ports on devices. ( )

2. Wireless networks require cables to connect devices to the internet. ( )

3. A modem connects a local area network (LAN) to the internet. ( )

4. Switches can send data to all devices on a network simultaneously. ( )

5. Artificial Intelligence (AI) can only perform simple computational tasks. ( )

6. A modem converts signals from the internet service provider (ISP) into digital signals. ( )

7. Wi-Fi is another term for wireless networks. ( )

8. AI can simulate human thinking and learning abilities. ( )

9. Switches make network connections slower and more complicated. ( )

10. AI can imitate human voices when provided with voice tone samples. ( )

(2) Choose The correct answer from a , b , or c :

1. _____ networks use physical wiring and cables which are plugged into ports on devices.

a) Wireless b) Wired c) Bluetooth

2. Wireless networks connect devices without _____ or cables.

a) wiring b) electricity c) signals

3. A _____ is a device that connects a local area network to the internet.

a) switch b) router c) modem

4. The modem converts signals from the internet service provider (_____) into digital signals. a) ISP b) LAN c) WiFi

5. _____ can send data to a specific device over a network, making connections easier and faster.

a) Modems b) Switches c) Routers

6. Artificial Intelligence is a comprehensive term for computer applications that perform _____ tasks.

a) simple b) basic c) complex

7. AI simulates the thinking and performance of the _____ element.

a) machine b) human c) computer

8. AI has the ability to _____ and reason when provided with information.

a) calculate b) learn c) connect

9. AI can write articles and inquire about _____ events and their sequence. a) future b) current c) historical

10. AI can imitate _____ when provided with the tone of voice of an actual human being. a) sounds b) images c) movements

(3) Put True (√) Or False (x) :

1. Wired networks use physical cables plugged into ports on devices. ( )
2. Wireless networks require physical wiring to connect devices. ( )
3. A modem connects a local area network (LAN) to the internet. ( )

4. The modem converts internet signals into digital signals readable by devices. ( )

5. Switches send data to all devices on the network simultaneously. ( )

6. Switches improve connection speed and make networking easier. ( )

7. Artificial Intelligence (AI) can simulate human thinking and performance. ( )

8. AI technologies cannot generate written articles or answer questions. ( )

9. AI can imitate sounds given the tone of actual human voices. ( )

10. AI only works with numerical data and not with language or voice. ( )

(4) Choose The correct answer from a , b , or c :

1. Wired networks use _____ to connect devices.

a) cables b) satellites c) radio waves

2. Wireless networks connect devices without _____.

a) software b) power c) cables

3. The device that connects a LAN to the internet is called a _____.

a) Switch b) Router c) Modem

4. A modem converts the signal from the internet service provider into a _____ signal. a) digital b) analog c) wireless

5. Switches help to make network connections _____ and faster.

a) easier b) slower c) more complicated

6. Artificial Intelligence is a technology that simulates _____ and reasoning.

a) network cables b) machine hardware c) human thinking

7. AI can provide _____ to questions based on data and knowledge.

a) games b) errors c) answers

8. AI can write _____ on a given topic.

a) articles b) code only c) spreadsheets

9. AI can imitate _____ when provided with the tone of human voices.

a) images b) sounds c) videos

10. Examples of AI tasks include learning, reasoning, and _____.

a) performance simulation b) hardware repair c) cable installation

Lesson 3 Technology and Artificial Intelligence (AI)

● Augmented reality, virtual reality, and artificial intelligence feel futuristic, but they are already being used in everyday life.

(1) Virtual reality (VR) :

✋ Virtual reality (VR) is a virtual 3-D environment that allows users to explore and interact with the surroundings, as if it were reality.

✋ To experience VR, users often wear a VR headset that blocks out the real world and provides views that immerse the user in another world.

✋ In the classroom, VR can take you to a world where insects and atoms are bigger than you, so that you can study them closely. It can take you to a museum thousands of miles away, or to a historical site hundreds of years ago.

(2) Augmented reality (AR) :

✋ Augmented reality (AR) combines the real world with a virtual world by adding images using computers.

✋ This can be done through a smartphone camera or a tablet and will show a 3-D model of what the real world looks like.

✋ For example, students in a math class can point their smartphone camera at a flat surface and project a 3-D image like a cube or cylinder onto the surface, as if the figure is in front of them.

✋ AR helps students become active participants in learning and makes learning more memorable.

(3) Artificial intelligence (AI) :

✋ Artificial intelligence (AI) is the ability of the computer to think, learn and deduce, as the computer learns by analyzing the available examples.

- For example, it predicts the word you will write from words you have written previously.
- AI is used to unlock your phone with facial recognition.

● How can futuristic technology improve everyday life?

- Futuristic technologies can also improve the lives of people of determination.
- For example, visually impaired people can use AR to see their family members up close.
- Disabled individuals can use virtual assistants powered by AI to accomplish everyday tasks, such as making phone calls and navigating their computer using their voice or sign language.

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Lesson 3 Questions

(1) Put True (√) Or False (x) :

1. Virtual reality (VR) creates a virtual 3-D environment that users can explore and interact with. ( )
2. Augmented reality (AR) completely replaces the real world with a virtual environment. ( )
3. VR headsets block out the real world to provide immersive experiences. ( )
4. AR combines the real world with virtual elements by adding computer-generated images. ( )
5. AI can only perform tasks that are specifically programmed without learning capabilities. ( )
6. VR in classrooms can take students to historical sites from hundreds of years ago. ( )
7. AR requires expensive specialized equipment and cannot be used with smartphones. ( )
8. AI uses facial recognition technology to unlock phones. ( )
9. Futuristic technologies cannot help people of determination in their daily lives. ( )
10. Virtual assistants powered by AI can help disabled individuals navigate computers using voice commands. ( )

(2) Choose The correct answer from a , b , or c :

1. Virtual reality creates a virtual _____ environment that users can explore and interact with. a) 2-D b) 3-D c) 4-D
2. To experience VR, users often wear a ____ that blocks out the real world.
   a) VR headset b) smartphone c) tablet
3. Augmented reality combines the _____ world with a virtual world by adding computer images. a) digital b) real c) virtual
4. AR can be experienced through a _____ camera or tablet to show 3-D models. a) digital b) smartphone c) computer
5. Artificial intelligence is the ability of the computer to think, learn and ____.
   a) calculate b) process c) deduce
6. AI learns by analyzing _____ examples provided to it.
   a) available b) complex c) simple
7. In math class, students can use AR to project 3-D images like a cube or _____ onto flat surfaces.
   a) square b) triangle c) cylinder
8. AI can predict the _____ you will write based on your previous writing patterns. a) sentence b) word c) paragraph
9. Visually impaired people can use __ to see their family members up close.
   a) VR b) AR c) AI
10. Virtual assistants can help disabled individuals navigate computers using voice or _____ language. a) body b) sign c) written

(3) Put True (√) Or False (x) :

1. Virtual reality (VR) provides a fully immersive 3-D environment that blocks out the real world. ( )
2. Users often wear a VR headset to experience virtual reality. ( )
3. VR can take students on virtual tours to historical sites far away. ( )
4. Augmented reality (AR) adds virtual images to the real world through devices like smartphones or tablets. ( )
5. AR only works through virtual reality headsets. ( )

6. Artificial intelligence (AI) enables computers to learn, think, and predict based on data. ( )

7. AI is used in phones to unlock devices using facial recognition. ( )

8.AR helps visually impaired people see their surroundings more clearly. ( )

9. Virtual assistants powered by AI can assist people with disabilities to make calls using voice or sign language. ( )

10.Virtual reality and augmented reality are not yet used in everyday life. ( )

(4) Choose The correct answer from a , b , or c :

1. Virtual reality (VR) allows users to explore a _____ environment.

a) two-dimensional b) three-dimensional c) text-based

2. To experience VR, users typically wear a _____.

a) smartphone b) tablet c) VR headset

3. AR combines the real world with virtual elements by adding _____.

a) sounds b) images c) texts

4.In AR, students can use their smartphone camera to project a ____ model onto a flat surface. a) 2-D b) 3-D c) text

5. Artificial intelligence (AI) learns by analyzing _____ examples.

a) musical b) speech c) available

6. AI predicts the next word you will write based on your _____ words.

a) typed b) spoken c) imagined

7. AI can unlock your phone using _____ recognition.

a) fingerprint b) face c) voice

8. People of determination can use AR to see their family members _____.

a) virtually b) up close c) remotely

9. Disabled individuals can use AI-powered virtual assistants to accomplish tasks using _____ or sign language.

a) voice commands b) facial expressions c) typing only

10. VR and AR technology can make learning experiences more _____ and memorable. a) difficult b) interactive c) slow

Lesson 4 Evaluating Cutting Edge Technology

● Reliable cutting-edge technology :

- Cutting-edge technology is defined as the latest and most advanced version of a service or product.
- Assistive technology helps people of determination, for example, screen magnification software, hearing aids, and programs that turn speech to text and text to speech.
- Cutting-edge technology, such as artificial intelligence (AI), augmented reality (AR), and virtual reality (VR), has transformed life in ways that were unimaginable even a while ago. These changes are emerging in new and exciting ways to help in education, and to improve lives and inclusion in society, such as the assistive technology smart gloves that empower deaf people to translate their signs in real time to spoken or text output.
- It is important to be objective and evaluate these new technologies that are pushing the frontiers of knowledge. By evaluating, society as a whole is better informed to make decisions regarding the use and development of such technologies.
- There are different evaluation tools that we can use.
- A visually impaired man uses a scanning and reading machine.

● User experience :

♦ 'User experience' : is how to use the product and interact with it, and how to evaluate the experience.

✋ User experience is often broken into different areas, and can be positive or negative, for example:

☺ Accessible: Is it accessible for people of determination?

☺ Credible: Are the company and its products trustworthy?

☺ Desirable: Does the product meet your needs?

☺ Findable: If there is an issue with the project or service, can I find the solution?

☺ Usable: Is it easy to use?

☺ Useful: Is it practical?

☺ Valuable: Does this product improve my life or help me learn?

● Meeting needs :

✋ User experience is interlinked with the development of products and services.

✋ For example, cutting-edge assistive technology is incredibly varied, but the goal is the same – to improve someone's independence, and consequently inclusion in society.

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Lesson 4 Questions

(1) Put True (√) Or False (x) :

1. Cutting-edge technology is defined as the oldest and most traditional version of a service or product. ( )
2. Assistive technology helps people of determination integrate better into society. ( )
3. Artificial intelligence (AI), augmented reality (AR), and virtual reality (VR) are examples of cutting-edge technology. ( )
4. Smart gloves for deaf people can translate sign language to spoken or text output in real time. ( )

5.It is not important to evaluate new technologies before implementing them in society. ( )

6. User experience only focuses on how easy a product is to use. ( )

7. Screen magnification software is an example of assistive technology. ( )

8. User experience can be both positive and negative. Answer: True ( )

9. The main goal of cutting-edge assistive technology is to reduce someone's independence. ( )

10. Evaluation tools help society make better informed decisions about technology use and development. ( )

(2) Choose The correct answer from a , b , or c :

1. Cutting-edge technology is defined as the _____ and most advanced version of a service or product.
   a) oldest b) latest c) cheapest

2. Assistive technology includes screen magnification software, hearing aids, and programs that turn _____.
   a) speech to text and text to speech
   b) images to sound
   c) numbers to letters

3. Technologies such as AI, AR, and VR have transformed life in ways that were _____ even a while ago.
   a) expected b) unimaginable c) simple

4. Smart gloves empower deaf people to translate their signs in __ to spoken or text output. a) slow motion b) real time c) written form

5. By evaluating new technologies, society as a whole is better _____ to make decisions. a) confused b) informed c) reluctant

6. User experience is how to use the product, interact with it, and how to _____ the experience. a) evaluate b) ignore c) avoid

7. When asking "Is it accessible for people of determination?", we are evaluating if the product is _____.
   a) expensive b) accessible c) colorful

8. The question "Does the product meet your needs?" relates to whether the product is _____. a) desirable b) heavy c) old

9. User experience is _____ with the development of products and services.
   a) unrelated b) interlinked c) conflicting

10. The goal of cutting-edge assistive technology is to improve someone's _____ and inclusion in society.
   a) dependence b) independence c) isolation

(3) Put True (√) Or False (x) :

1. Cutting-edge technology refers to outdated and traditional tools. ( )
2. Assistive technology can include speech-to-text programs. ( )
3. Virtual reality has no role in education or inclusion. ( )
4. Evaluating new technology helps society make better decisions. ( )
5. Smart gloves can help blind people read printed text. ( )
6. User experience is only about how a product looks. ( )
7. A scanning and reading machine can help a visually impaired person. ( )
8. Useful technology should be practical and improve daily life. ( )
9. The term "desirable" in user experience refers to how easy a product is to use. ( )
10. Evaluating cutting-edge technology is not necessary for development. ( )

(4) Choose The correct answer from a , b , or c :

1. _____ technology includes AI, AR, and VR.
   A) Outdated B) Assistive C) Cutting-edge
2. Assistive technology aims to improve people's _____ .
   A) Independence B) Speed C) Wealth
3. A product is _____ if it can be used easily by everyone, including people of determination.
   A) Usable B) Accessible C) Desirable
4. A _____ user experience means the product meets your needs.
   A) Negative B) Desirable C) Useless
5. If you can find solutions easily, the product is considered _____ .
   A) Findable B) Valuable C) Credible
6. Technologies like smart gloves translate sign language to _____ .
   A) Images B) Sound or text C) Braille
7. Evaluating technology helps society become better _____ .
   A) Designed B) Programmed C) Informed
8. A product is _____ if it improves your life or helps you learn.
   A) Valuable B) Popular C) Expensive
9. Cutting-edge assistive tools aim to support inclusion in _____ .
   A) Gaming B) Society C) Marketing
10. 'User experience' refers to how you use and _____ with a product.
   A) Work B) Interact C) Update

Lesson 5 Digital Research Skills

● Useful digital editing tools :

✋ Copy, paste, and cut are some of the most commonly used word processing commands and are very useful when copying, pasting, or cutting text, information or images into a word processing file.

● Digital search tools :

✋ Internet searches, specialized search engines, and verified online libraries all search for information, but the results will be different.

✋ Knowing the results that you need helps to inform the search tools you could use.

● Search engines :

✋ Search engines help people to search internet websites based on the key words and phrases.

✋ They are user-friendly, very fast, and often result in many results.

✋ Use your evaluation skills to ensure the content you select is credible and accurate.

● Databases :

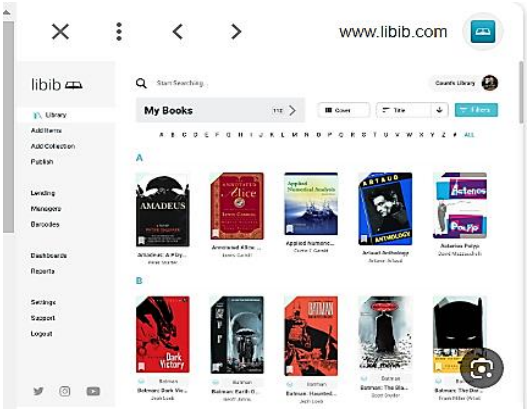
✋ Databases are a collection of information which are typically stored in a computer system and can be accessed, for free, through your school.

✋ You can also search for information from magazines and newspapers through the databases on the computer in the school library.

✋ A database is a good place to search.

✋ The EKB is an example of a general database which covers many subjects. ✋ The results will be credible and accurate.

- Library catalogs :



✋ A library catalog is a database which includes all the items owned by a library.

✋ A library catalog search may include recently published books, including e-books with the most recent research about a subject, such as the catalog of the Library of Alexandria, which you can use through the library's website on the internet through the following link: https://www.bibalex.org.

✋ Conducting a database search When you search any database, use a key word search.

✋ Review the results for subject headings and redo the search with those terms.

✋ You can use other database fields, such as author or journal title, to narrow a search.

✋ Limiting a search range by specifying dates will help you find the most up-to-date research.

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Lesson 5 Questions

(1) Put True (√) Or False (x) :

1. Copy, paste, and cut are common digital editing tools. ( )
2. All search tools give exactly the same search results. ( )
3. Search engines are usually fast and user-friendly. ( )
4. A search engine always provides accurate and credible information. ( )
5. Databases can be accessed through the school library system. ( )
6. The EKB is a specialized database focused only on science. ( )
7. A library catalog only includes printed books, not e-books. ( )
8. Using subject headings can help improve your search results in a database. ( )
9. You cannot limit your search results by publication date. ( )
10. Searching by author name is one way to narrow down database results. ( )

(2) Choose The correct answer from a , b , or c :

1. The commands copy, paste, and cut are used in _____ processing.
   A) Drawing B) Word C) Audio
2. _____ help you search websites using key words and phrases.
   A) Search engines B) Word processors C) Browsers
3. To find accurate content, always use your _____ skills.
   A) Drawing B) Gaming C) Evaluation
4. A _____ is a collection of information stored in a computer system.
   A) Database B) Folder C) Website
5. You can find newspaper articles in a school _____ database.
   A) Gaming B) Library C) Sports
6. The _____ is an example of a general educational database.
   A) EKB B) Facebook C) Wikipedia
7. A library _____ contains all the items a library owns.
   A) Search engine B) Catalog C) Journal
8. Searching by _____ can help you narrow results in a database.
   A) Font B) Background C) Author
9. The Library of _____ has an online searchable catalog.
   A) London B) Alexandria C) Cairo
10. Limiting your search by _____ helps find the most recent research.
    A) Date B) Size C) Format

(3) Put True (√) Or False (x) :

1. Copy, paste, and cut are basic editing tools in word processing. ( )
2. Search engines always give the same results as databases. ( )
3. A keyword search can be used in both search engines and databases. ( )
4. Search engines are usually slower than library catalogs. ( )
5. The Egyptian Knowledge Bank (EKB) is a type of database. ( )
6. Library catalogs only list physical books, not e-books. ( )

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7. Databases are usually accessible through schools and libraries. ( )
8. Evaluation skills are important when using search engines. ( )
9. Limiting search results by date helps find older research only. ( )
10. The Library of Alexandria's catalog can be accessed online. ( )

(2) Choose The correct answer from a , b , or c :

1. _____ is an example of a general database covering many subjects.
   a) EKB b) Google c) Bing
2. Search engines return results based on _____ .
   a) random selection b) keywords c) author names
3. A _____ catalog includes all items owned by a library.
   a) search engine b) library c) magazine
4. Copy, paste, and cut are examples of _____ tools.
   a) editing b) searching c) encrypting
5. Databases in school libraries may include information from _____ .
   a) newspapers and magazines
   b) only fiction books
   c) music playlists
6. The Library of Alexandria catalog can be found via the library's _____ .
   a) website b) mobile app c) newspaper
7. When searching a database, you can narrow results by _____ .
   a) date range b) font size c) color scheme
8. A database is a collection of _____ stored in a computer system.
   a) random files b) information c) advertisements
9. Using _____ can help ensure search results are credible and accurate.
   a) evaluation skills b) bookmarks c) fonts
10. Specialized search engines often give results that are _____ .
    a) the same as random sites
    b) more targeted
    c) unrelated to keywords

Lesson 6 Mobile Devices

● Types of mobile devices :

✋ Mobile devices include smartphones, tablets, and e-readers.

✋ Smartphones and tablets can be used to surf the web and check email, similar to PCs. They often have high-quality cameras, speakers, and screen resolution.

✋ E-readers look like tablets but are mainly used for reading books.

✋ Mobile devices features These handheld computers are portable and can access the internet.

✋ They can be held in landscape or portrait mode, laid flat, and connect to other devices. Many mobile devices function by touch.

● Mobile devices and learning :

✋ Mobile devices offer higher engagement levels for students and extend learning beyond the classroom.

☺ For example:

1. Creating short videos or taking photos for projects.
2. Scanning QR codes to access content-related videos, audios, and texts created by the teacher, and students themselves.

✋ Some people say that having such easy access to any information has decreased thinking skills, social interaction, and excessive use of the mobile device for social or recreational reasons is another potential problem.

✋ There is also a problem associated with the small size of the screens: reading texts and viewing graphics is complex and difficult.

● Providing solutions with cutting-edge technology :

✋ Without cutting-edge technology products and apps for tablets and smartphones, people of determination face challenges accessing education, healthcare, and employment.

✋ Cutting-edge technology installed on mobile devices is providing new solutions.

☺ For example,

- it can provide people of determination with educational services at home.
- A speech assistance app can help a non-verbal student participate in a class.
- Assistive software on tablets and smartphones can help people of determination in the workplace to manage time and tasks.

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Lesson 6 Questions

(1) Put True (√) Or False (x) :

1. Smartphones and tablets can access the internet and check emails. ( )
2. E-readers are mainly used for playing music and videos. ( )
3. Mobile devices can be used in both landscape and portrait modes. ( )
4. Mobile devices cannot connect to other devices. ( )
5. Mobile learning can happen outside the classroom. ( )
6. Scanning QR codes is not possible with mobile devices. ( )
7. Some people believe mobile devices reduce social interaction. ( )
8. A small screen can make reading and viewing graphics easier. ( )
9. Without assistive apps, people of determination may struggle in education. ( )
10. Speech assistance apps can help non-verbal students communicate. ( )

(2) Choose The correct answer from a , b , or c :

1. _____ are mobile devices used mainly for reading books.
   A) Tablets B) Smartphones C) E-readers
2. Mobile devices are _____ meaning they can be carried easily.
   A) Fixed B) Portable C) Heavy
3. Most mobile devices use a _____ screen for user interaction.
   A) Button-based B) Touch C) Keyboard-only
4. Students can create short _____ using mobile devices.
   A) Videos B) Essays C) Drawings
5. Scanning _____ gives access to educational content.
   A) Codes B) Emails C) QR codes
6. One negative impact of mobile devices is decreased _____ skills.
   A) Speaking B) Thinking C) Drawing
7. Small screens make reading and viewing graphics more _____ .
   A) Enjoyable B) Relaxing C) Difficult
8. Mobile devices with _____ technology help people of determination.
   A) Obsolete B) Cutting-edge C) Manual

9. A _____ assistance app helps a non-verbal student in class.
A) Camera B) Speech C) Reading

10. Assistive software on smartphones can help manage _____ at work.
A) Contacts B) Photos C) Tasks

(3) Put True (√) Or False (x) :

1. Mobile devices are usually large and not portable. ( )
2. Tablets and smartphones often have high-resolution screens. ( )
3. E-readers are mainly used for video editing. ( )
4. Many mobile devices are operated using touch. ( )
5. QR codes can be scanned by mobile devices to access learning content. ( )
6. Using mobile devices for learning lowers student engagement. ( )
7. Some mobile devices help people of determination communicate better. ( )
8. The small screen size of mobile devices improves reading clarity. ( )
9. Mobile devices cannot be used in both portrait and landscape positions. ( )
10. Cutting-edge apps can provide education access at home. ( )

(4) Choose The correct answer from a , b , or c :

1. _____ are handheld devices that include smartphones and tablets.
A) Mobile devices B) Desktops C) Whiteboards

2. _____ are mainly used for reading digital books.
A) Smartphones B) E-readers C) Laptops

3. Students can scan _____ to access digital learning content.
A) Posters B) Screenshots C) QR codes

4. Mobile devices increase student _____ through engaging tools.
A) Confusion B) Engagement C) Distraction

5. Mobile devices are commonly used in both _____ and landscape modes.
A) Portrait B) Night C) Color

6. Cutting-edge technology can help students with _____ needs.
A) Physical B) Determination C) Special

7. A speech _____ app supports non-verbal communication.
A) Recording B) Assistance C) Note-taking

8. Excessive use of mobile devices may reduce _____ interaction.
A) Online B) Social C) Mobile

9. Reading on small screens can be _____ for many users.
A) Difficult B) Exciting C) Easy

Lesson 7 Operating Systems

● Operating systems :

✋ An operating system (OS) is the software that manages a computer's functions, such as memory, drives, printers, and other devices.

✋ It also includes accessible devices such as screen readers and magnifiers.

✋ It runs a computer's software and hardware, and allows a user to communicate with the computer easily.

(1) Computer Operating Systems :

✋ Most computers come pre-loaded with an operating system.

☺ For example, Microsoft Windows is on most computers worldwide, while Apple computers run on macOS.

(2) Mobile operating systems :

✋ Mobile devices have mobile operating systems.

✋ The most popular mobile OSs are Android, and Apple iOS, which is used on the iPhone and iPad.

● Android uses open-source software :

♦ which means a person can change and read the programming code.

● Apple iOS is closed :

♦ it can't be seen or changed by the public.

● Both Android and iOS perform the same basic functions, such as messaging, web access, video chat and touch function.

(3) Cutting-edge operating systems :

✋ Other types of operating systems power different types of cutting-edge technologies.

☺ For example, the Robot Operating System (ROS) is an open-source software used for building robot applications.

☺ And there are multiple operating systems powering self-driving cars, including those developed by Apple CarPlay and WindowsTM Automative as well as individual car companies.

● Programming languages :

✋ Instructions to a computer are given in code.

✋ Over time, programming languages have evolved from a simple machine language (binary) to high-level human-like languages.

✋ Computer languages often share similarities, so once you learn one, it is easier to learn others.

✋ Programmers choose a language based on pursued purpose.

✋ Programming languages are usually open source. Anyone can see, modify, or distribute the code.

☺ For example : programmers use Hyper Text Markup Language (HTML) to create web pages.

● HTML Language :

✋ It's commonly chosen for website creation because it is easy to learn and to use.

✋ It allows creators to add elements such as text, links, images, audio, and even videos to their web pages. It is easy to make changes and it is compatible with all the major web browsers .

Lesson 7 Questions

(1) Put True (√) Or False (x) :

1.An operating system manages both hardware and software on a computer. ( )
2. Screen readers and magnifiers are examples of accessible devices in an OS. ( )
3. Apple computers usually run on the Windows operating system. ( )
4. Android is a closed-source mobile operating system. ( )
5. iOS is an example of an open-source system. ( )
6. Both Android and iOS allow users to browse the web and message others. ( )
7. Robot Operating System (ROS) is used only in mobile phones. ( )
8. Self-driving cars use operating systems developed by tech and car companies. ( )
9. Programming languages have become easier and more human-like over time. ( )
10. HTML is not suitable for adding images and videos to a web page. ( )

(2) Choose The correct answer from a , b , or c :

1. The _____ is software that controls a computer's functions and devices.
A) Operating system B) Web browser C) Memory chip
2. Computers usually come with a pre-installed _____ .
A) Screen B) Operating system C) Application
3. Android and iOS are the most common _____ operating systems.
A) Mobile B) Car C) Desktop
4. _____software allows users to view and change the programming code.
A) Closed-source B) Web-based C) Open-source
5. iOS is a _____source system that cannot be modified by the public.
A) Closed B) Free C) Transparent
6. The Robot Operating System (ROS) is used to build _____ .
A) Smartphones B) Robots C) Websites
7. HTML is a language used to create _____ .
A) Emails B) Databases C) Web pages
8. Programmers often choose a language based on their _____ .
A) Budget B) Purpose C) Device
9. Modern programming languages are easier than _____language.
A) Binary B) Spoken C) Audio
10. HTML allows users to add links, text, and _____to web pages.
A) Printers B) Videos C) Passwords

(3) Put True (√) Or False (x) :

1. The operating system allows the user to interact with the computer. ( )
2. iOS and Android do not support messaging or video chat functions. ( )
3. Screen magnifiers are part of accessible features in an OS. ( )
4. macOS is the main operating system used on Windows computers. ( )
5. Android is based on open-source software. ( )
6. Apple iOS allows public editing of its code. ( )
7. Car companies use operating systems in self-driving vehicles. ( )
8. All programming languages are completely different with no similarities. ( )
9. HTML can be used to add images and videos to a webpage. ( )
10. Learning one programming language makes it harder to learn others. ( )

(4) Choose The correct answer from a , b , or c :

1. An _____ system runs a computer's software and hardware.
   A) Editing B) Operating C) Opening
2. _____ computers usually run on macOS.
   A) Dell B) Lenovo C) Apple
3. The mobile operating system used by iPhones is called _____ .
   A) Android B) Linux C) iOS
4. Android is _____ source, meaning users can view and change its code.
   A) Closed B) Open C) Secure
5. The Robot Operating System (ROS) helps build _____ .
   A) Drones B) Robots C) Phones
6. Apple CarPlay is an operating system used in _____ cars.
   A) Self-driving B) Racing C) Manual
7. Programming languages are instructions written in _____ .
   A) Pictures B) Charts C) Code
8. Programming languages have changed from binary to _____ level languages. A) High B) Low C) Silent
9. _____ is used to create and design web pages.
   A) Excel B) HTML C) Google Docs
10. HTML is easy to learn and works on all major _____ .
    A) Apps B) Computers C) Web browsers

Lesson 8 WebSite Design

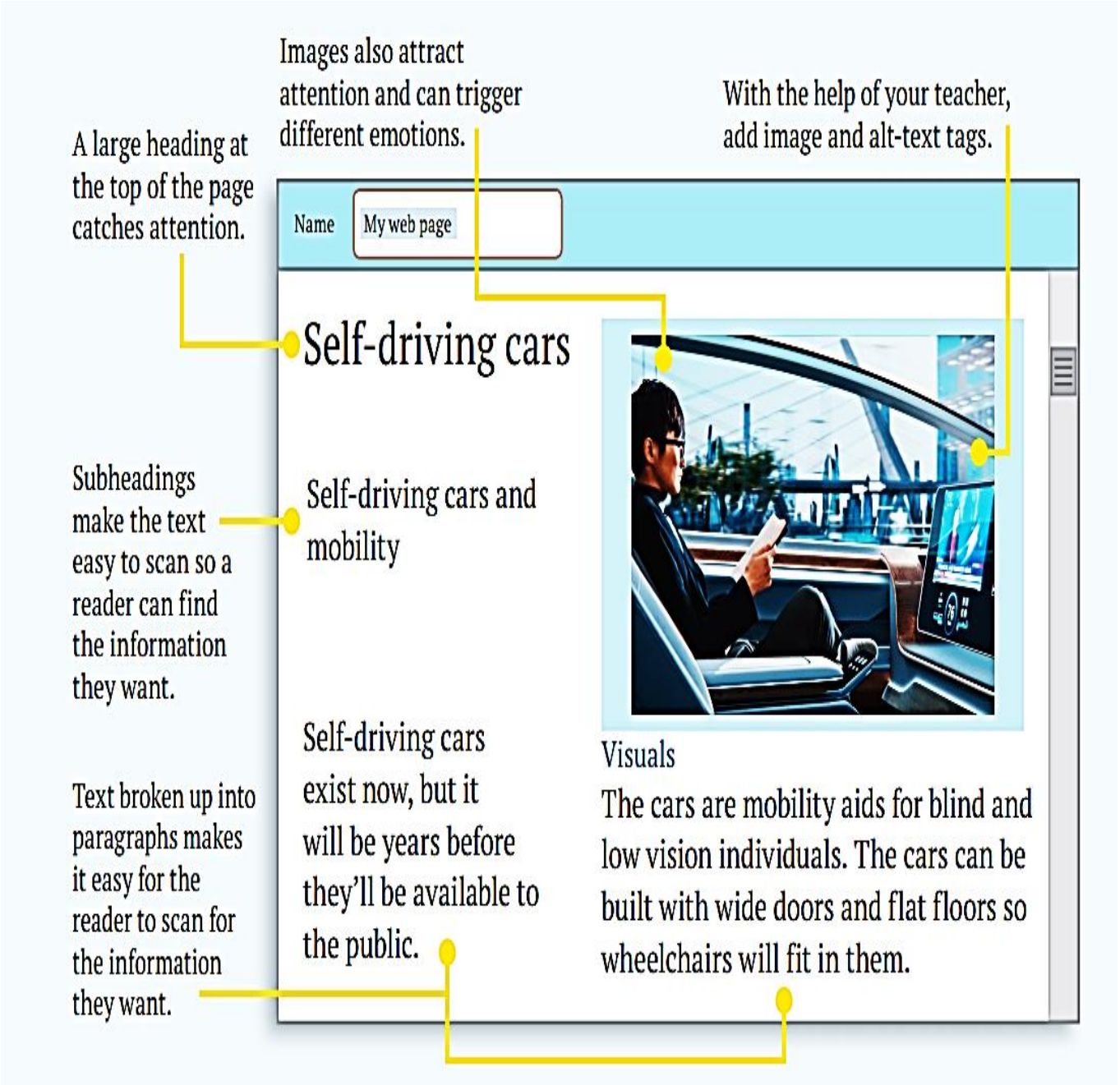
● HTML tags :

- Hyper Text Markup Language (HTML) is the standard programming language used to create web pages.
- It describes the structure of a web page and consists of a series of elements such as headings, paragraphs, links, and images.
- These are the building blocks of web pages.
- Web browsers read HTML documents and display the content according to the HTML tag.
- Tags have three main parts: an opening tag, the content, and a closing tag.

- Website design :

✋ HTML elements break up web pages to make them easier to scan, read, and navigate.

✋ An HTML code can also help people with low vision to distinguish between parts of a web page .


Images also attract attention and can trigger different emotions.
With the help of your teacher, add image and alt-text tags.
A large heading at the top of the page catches attention.
Name
My web page
Self-driving cars
Subheadings make the text easy to scan so a reader can find the information they want.
Self-driving cars and mobility
Self-driving cars exist now, but it will be years before they'll be available to the public.
Visuals
The cars are mobility aids for blind and low vision individuals. The cars can be built with wide doors and flat floors so wheelchairs will fit in them.
Text broken up into paragraphs makes it easy for the reader to scan for the information they want.

Lesson 8 Questions

(1) Put True (√) Or False (x) :

1. HTML is used to design and structure web pages. ( )
2. HTML tags only consist of a single part. ( )
3. Images, links, and headings are all HTML elements. ( )
4. Web browsers ignore HTML tags and only show plain text. ( )
5. An HTML document includes opening and closing tags. ( )
6. HTML is a programming language used for mobile applications only. ( )
7. Tags help organize content so it's easier to read and navigate. ( )
8. HTML elements make web pages more difficult for people with low vision. ( )
9. Paragraphs and headings are examples of HTML elements. ( )
10. The structure of a web page is not affected by HTML tags. ( )

(2) Choose The correct answer from a , b , or c :

1. _____ is the standard language used to build web pages.
   A) Java B) HTML C) Python
2. HTML describes the _____ of a web page.
   A) Style B) Speed C) Structure
3. HTML elements include links, images, paragraphs, and _____ .
   A) Songs B) Headings C) Folders
4. A tag is made of an opening tag, the content, and a _____ tag.
   A) Closing B) Number C) Style
5. Web _____ read HTML and display the page to the user.
   A) Browsers B) Designers C) Cameras
6. Tags help organize a page so it is easier to _____ .
   A) Decorate B) Read C) Save
7. HTML code can assist people with _____ vision.
   A) Great B) Sharp C) Low
8. Elements in HTML are the _____ blocks of a web page.
   A) Puzzle B) Building C) Hidden
9. HTML tags help users to scan and _____ information.
   A) Print B) Paint C) Navigate
10. One example of an HTML element is a _____ .
    A) Folder B) Paragraph C) Password

(3) Put True (√) Or False (x) :

1. HTML stands for Hyper Text Markup Language. ( )
2. Headings and paragraphs are not allowed in HTML. ( )
3. HTML elements help structure and organize content on a web page. ( )
4. A complete HTML tag includes only the content part. ( )
5. Browsers use HTML tags to display content on a screen. ( )
6. HTML tags make websites harder to read for users. ( )
7. An HTML page can contain multiple elements like links and images. ( )
8. A closing tag comes before the opening tag. ( )
9. HTML helps break up pages into readable sections. ( )
10. People with low vision may benefit from clear HTML structure. ( )

(4) Choose The correct answer from a , b , or c :

1. HTML elements help _____ the content of a web page.

A) Hide B) Structure C) Animate

2. A web browser reads and displays content based on _____ .

A) HTML tags B) Usernames C) PDF files

3. Tags in HTML are made up of an opening tag, the content, and a ___ tag.

A) Color B) Hidden C) Closing

4. A _____ is an example of an HTML element.

A) Video game B) Paragraph C) Phone number

5. HTML is used to create and design _____ .

A) Mobile apps B) Posters C) Web pages

6. HTML elements make pages easier to scan, read, and _____ .

A) Print B) Navigate C) Translate

7. The building blocks of web pages are called HTML _____ .

A) Windows B) Elements C) Codes

8. Tags in HTML define how content should be _____ .

A) Designed B) Saved C) Displayed

9. A clear layout in HTML helps people with _____ see the content better.

A) Glasses B) Low vision C) Normal sight

10. Each HTML element starts with an opening tag and ends with a ___ tag.

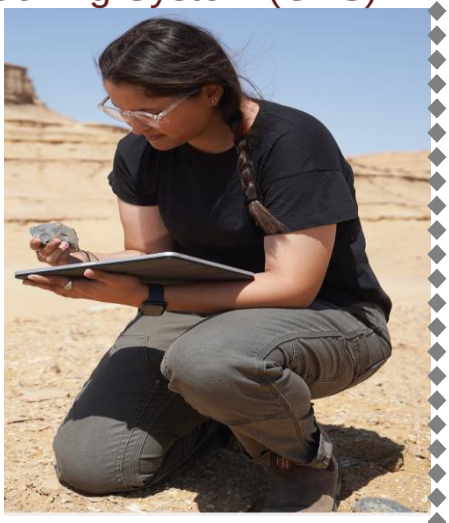
A) Ending B) Matching C) Closing

Theme 2 : Digital Safety and Security Precautions

Lesson 1 : Explorer in Action

- Ms. Didi El-Behaedi :

- She is a National Geographic Explorer who is working towards a PhD in Egyptian Archaeology at the University of Chicago in the U.S.
- She uses geospatial technologies, such as Geographic Information System (GIS), Remote Sensing (RS), and Global Positioning System (GPS) in her work.



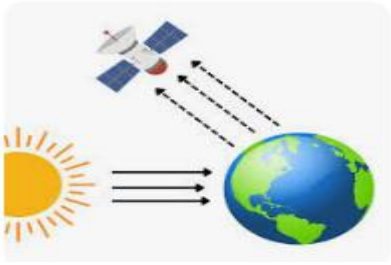
- These technologies assist in the geographic mapping and analysis of Earth and human societies.
- Ms. El-Behaedi has worked as a remote sensing research consultant at NASA and has excavated several archeological sites in the United States, France, and Egypt.
- She has been working in Fayum governorate to learn how ancient Egyptians dealt with the decreasing amount of water in the lake.

- Ms. El-Behaedi uses images from remote sensors to identify, map, and date the ancient shores of the lake and find previously undiscovered ancient settlements.
- In another project, she relied on remote sensing to build an app that simulated flooding at Abu Simbel Temple.
- Ms. El-Behaedi uses computers to find new archeological sites by inputting data about known archeological sites and programming the computer to look for similar sites. This is called “machine learning.”
- Ms. El-Behaedi has published several reports on her discoveries.

- She writes her texts, creates figures, and edits images using her laptop and iPad.
- She has published her work in trusted journals.
- To protect her information, she installs an antivirus software, uses strong passwords on her devices, and frequently backs up her data.
- She conducts online research by reading articles in digital libraries and journals.
- She uses citations in her reports by writing down the names of books or sources from which she obtained information.
- If needed, she contacts individuals or institutions to ask for permission to publish images or infographics.
- Ms. El-Behaedi uses the knowledge and experience she has gained in her excavations in Egypt to learn more about the country's cultural heritage.

● Remote sensing :

- is the science of collecting information about an object without touching it.
- It helps us collect data from places that are dangerous or otherwise impossible to access.
- The technology is used in many fields, including meteorology, geology, and geography.
- Remote sensors receive electromagnetic waves and transform them into signals.
- These signals are presented as numbers or images.



Infrared remote sensors can penetrate earth, which is why they are used in archeological excavations. Active sensors, such as radar, produce and send out electromagnetic waves, then measure those waves when they return from bouncing off an object. Radar can measure the speed of objects, which is why they are used to monitor the speed of vehicles.

- Remote sensors can be mounted on towers, helicopters, airplanes, and satellites.

Lesson 1 Questions

(1) Put True (√) Or False (x) :

1. Ms. Didi El-Behaedi is studying Egyptian Archaeology in the United States. ( )
2. GIS stands for General Internet Security. ( )
3. Ms. El-Behaedi worked as a research consultant at NASA. ( )
4. She uses remote sensing to simulate flooding at ancient temples. ( )
5. GPS is not a geospatial technology. ( )
6. Remote sensing requires direct physical contact with the object. ( )
7. Machine learning helps find new archaeological sites. ( )
8. Ms. El-Behaedi protects her data by using strong passwords and antivirus software. ( )
9. Radar sensors cannot be used to monitor the speed of vehicles. ( )
10. Infrared sensors can help archaeologists by penetrating the ground. ( )

(4) Choose The correct answer from a , b , or c :

1. Ms. El-Behaedi is a National Geographic _____ .
   A) Teacher B) Photographer C) Explorer
2. She studies Egyptian Archaeology at the University of _____ .
   A) Oxford B) Chicago C) Cairo
3. Remote sensing collects data without _____ the object.
   A) Touching B) Moving C) Destroying
4. GIS, RS, and GPS are types of _____ technologies.
   A) Social B) Artistic C) Geospatial
5. Ms. El-Behaedi has done excavations in Egypt, France, and the _____ .
   A) United States B) Italy C) Germany
6. She used remote sensing to simulate flooding at _____ Temple.
   A) Karnak B) Abu Simbel C) Luxor
7. Remote sensors can be placed on satellites and _____ .
   A) Ships B) Trucks C) Airplanes
8. Radar sensors are used to measure the _____ of vehicles.
   A) Color B) Speed C) Model
9. Ms. El-Behaedi publishes her reports in _____ journals.
   A) Trusted B) Free C) Secret
10. She adds _____ to her reports to show the sources of her information.
    A) Decorations B) Citations C) Passwords

(3) Put True (√) Or False (x) :

1. Ms. Didi El-Behaedi uses GIS and GPS in her archaeological work. ( )
2. She earned her PhD from Cairo University. ( )
3. Remote sensing helps detect ancient settlements. ( )
4. Ms. El-Behaedi never worked for NASA. ( )
5. The purpose of citations is to list sources of information. ( )
6. Machine learning cannot be used in archaeology. ( )
7. She uses her laptop and iPad to write and edit reports. ( )
8. Remote sensors must always touch the object to collect data. ( )
9. Radar is an example of a passive sensor. ( )
10. She backs up her data regularly to keep it safe. ( )

(4) Choose The correct answer from a , b , or c :

1. Remote sensors can turn electromagnetic waves into _____ .

A) Sounds B) Signals C) Shadows

2. Ms. El-Behaedi uses computers to apply _____ learning in her research.

A) Manual B) Deep C) Machine

3. She uses _____ to prevent unauthorized access to her devices.

A) USB B) Strong passwords C) Remote controls

4. The technology used to simulate flooding at a temple was _____ .

A) GIS B) Remote sensing C) GPS

5. She maps ancient lake shores in _____ governorate.

A) Fayum B) Aswan C) Giza

6. Radar sensors send and receive _____ waves.

A) Water B) Magnetic C) Electromagnetic

7. Her archaeological reports are published in _____ journals.

A) Trusted B) Personal C) Local

8. GIS stands for Geographic _____ System.

A) Internet B) Information C) Input

9. Remote sensing is used in meteorology and _____ .

A) Medicine B) Photography C) Geography

10. She contacts people or organizations to get _____ for using images.

A) Money B) Permission C) Copies

Lesson 2 : How to deal with Electronic Games

✋ Electronic games which are played over the internet with friends, can be a lot of fun to play.

● Advantages Of Electronic Games :

1. They can help to promote critical and creative thinking.
2. encourage teamwork.

● Disadvantages Of Electronic Games :

1.Physical dangers:

✋ Playing too often can affect your sleep cycle.
✋ It may keep you stimulated and prevent you from falling asleep.
✋ It can strain your eyes, cause back problems because you stay hunched over while playing, and cause headaches.
✋ Because you may not be exercising or eating properly while playing electronic games, there's also a danger of gaining weight.

2. Psychological dangers:

✋ You may become anxious and depressed because you feel lonely in the real world, or because you are being bullied online.
✋ It can make some people aggressive, as some games promote violence, and that can prevent some players from thinking rationally when facing situations.

✋ All of these factors can negatively affect your relationship with family and friends.

3. Security dangers:

✋ Multiplayer games, in particular, can put your security at risk.
✋ If you share too much personal information, strangers may be able to access your name, email, phone number, and address.
✋ Large gaming communities are filled with cyber bullies.
✋ Hackers can cause your information to be leaked and viruses are easily spread.

● Responsible gaming :

✋ You can limit the dangers you are exposed to by, for example, only playing games and chatting with people you know and trust, by not using personal information in your username and passwords, and by not using a webcam.

✋ You should also accept limits that your parents set to prevent unhealthy gaming habits.

☺ For example, make sure that gaming does not replace real-life activities like spending time with your family, meeting friends, homework, maintaining a healthy diet, getting enough exercise or sleep.

✋ When you do encounter dangers, don't be afraid to tell your parents. They want to help you. That could include family discussions and increased supervision when using the internet.

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Lesson 2 Questions

(1) Put True (√) Or False (x) :

1. Electronic games can promote critical thinking and teamwork. ( )
2. Playing games too much improves sleep quality. ( )
3. Eye strain and back pain are possible physical dangers of gaming. ( )
4. Aggressive games have no effect on players' behavior. ( )
5. Sharing personal information while gaming can be risky. ( )
6. Cyberbullying does not exist in online games. ( )
7. Responsible gamers only chat with people they trust. ( )
8. Using personal data in usernames is a safe practice. ( )
9. Gaming should never replace real-life activities. ( )
10. It's not important to talk to parents about online dangers. ( )

(2) Choose The correct answer from a , b , or c :

1. Games can encourage _____ and critical thinking.

a) laziness b) teamwork c) silence

2. Playing for long hours may disturb your _____ .

a) appetite b) sleep cycle c) sight

3. A common physical problem from gaming is _____ pain.

a) back b) finger c) chest

4. Some violent games may make players more _____ .

a) polite b) aggressive c) generous

5. Overplaying games may affect your relationship with _____ .

a) pets b) strangers c) family

6. Multiplayer games can put your _____ at risk.

a) security b) skills c) savings

7. Hackers can leak your _____ online.

a) school marks b) private information c) game levels

8. A responsible gamer avoids using _____ in passwords.

a) colors b) animals c) personal data

9. Healthy gaming includes respecting limits set by _____ .

a) teachers b) parents c) friends

10. If you face danger online, speak to your _____ .

a) neighbors b) friends c) parents

(3) Put True (√) Or False (x) :

1. Electronic games can help improve critical and creative thinking. ( )

2. Playing games for long hours has no effect on your physical health. ( )

3. Spending too much time gaming can cause back pain and headaches. ( )

4. Online games always help you make real-world friends. ( )

5. Some games can promote violence and affect rational thinking. ( )

6. Multiplayer games can be risky for your digital security. ( )

7. It's safe to use your full name and address as your gaming username. ( )

8. Responsible gaming includes avoiding webcams and using strong passwords. ( )

9. It's okay to hide online bullying from your parents. ( )

10. Gaming should never replace activities like spending time with family or sleeping. ( )

(2) Choose The correct answer from a , b , or c :

1. Electronic games can encourage _____ when played with friends.
   a) teamwork b) silence c) boredom

2. One physical danger of gaming is gaining too much _____ .
   a) time b) weight c) money

3. Some people may feel _____ after spending too much time alone gaming.
   a) happy b) anxious c) excited

4. Sharing personal information online can lead to being attacked by _____ .
   a) teachers b) friends c) hackers

5. Cyber bullies are often found in large _____ communities.
   a) gaming b) cooking c) school

6. One way to practice responsible gaming is to avoid using a _____ .
   a) speaker b) webcam c) headset

7. Too much gaming can stop you from doing your _____ .
   a) homework b) house c) shopping

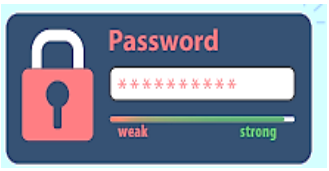
8. Gaming too much can affect your _____ cycle.
   a) eating b) sleep c) shopping

9. Parents can help you stay safe through family discussions and _____ .
   a) online games b) supervision c) vacations

10. You should only play and chat with people you _____ .
   a) trust b) dislike c) block

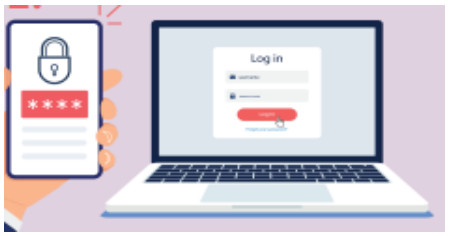
Lesson 3 : Protecting yourself from Digital theft

- It is irresponsible to leave your devices at risk by not taking proper safety precautions.
- You have learned about the importance of strong passwords.
- Let's look at some more ways you can effectively protect your devices from theft.



1. Passwords :

- Passwords with at least eight random letters, numbers, and symbols are the most secure



2. Multi Factor Authentication MFA:

- MFA requires at least two ways of identifying yourself, usually through passwords, pins, and security codes or personal questions.

3. Finger Print Authentication:

- This type of authentication will scan your finger, as a way of confirming it's you

4. Facial Recognition :

- Facial recognition software will scan your face using your device's camera.
- This way, only the user's face can be used to open their devices or devices' apps.

5. Full Encryption:

- Encryption protects your information so only you can access it on your device, as long as you have set your password.

● Data Protection Law :

- Companies in particular need to protect their websites and their customers' information.
- Therefore, Egypt has introduced the Data Protection Law to protect its citizens.
- It requires companies to use strict security stands to protect their data.
- They must report immediately if they've been victims of data theft, and let their customers know immediately as well.
- You should report data theft too. If you think your data has been compromised, be sure to tell a parent or trusted adult. They can let the proper authorities know.
- You should also tell family and friends you communicate with online .

Lesson 3 Questions

(1) Put True (√) Or False (x) :

1. Passwords should be short and easy to remember. ( )
2. Multi-Factor Authentication (MFA) uses more than one way to verify your identity. ( )
3. Fingerprint authentication scans your voice to confirm your identity. ( )
4. Facial recognition allows only your face to unlock the device. ( )
5. Encryption makes it harder for others to access your data. ( )
6. It is safe to share your password with close friends. ( )
7. The Data Protection Law was created to protect citizens' data in Egypt. ( )
8. Companies must hide any data theft from their customers. ( )
9. If you think your data was stolen, you should tell a trusted adult. ( )
10. Passwords with letters only are considered highly secure. ( )

(2) Choose The correct answer from a , b , or c :

1. Strong passwords should contain letters, numbers, and _____ .
   a)dates b) symbols c) names
2. _____ uses at least two ways to confirm your identity.
   a) Fingerprint b) Passwords c) Multi-Factor Authentication
3. Fingerprint authentication confirms your identity by scanning your _____ .
   a) face b) finger c) eye
4. _____ recognition uses your device's camera to scan your face.
   a) Password b) Eye c) Facial
5. Encryption protects your information if you set a strong _____ .
   a) screen b) password c) email
6. The _____ Protection Law helps protect the data of people in Egypt.
   a) Device b) Data c) Password
7. Companies must inform customers if their _____ is stolen.
   a) Product b) money c) data
8. If your personal data is stolen, you should tell a _____ .
   a) Stranger b) trusted adult c) gamer
9. Facial recognition ensures only the _____ can unlock the device.
   a) user's face b) user's voice c) user's ID
10. Multi-Factor Authentication can include passwords, PINs, or _____ .
    a) games b) security codes c) contacts

(3) Put True (√) Or False (x) :

1. It is safe to use a password that only includes your name. ( )

2. Fingerprint authentication is an effective way to protect your device. ( )

3. Full encryption allows anyone to read your data easily. ( )

4. Facial recognition uses the camera to confirm identity. ( )

5. Egypt's Data Protection Law requires companies to report data theft. ( )

6. It is okay to share your password with close friends. ( )

7. Multi-Factor Authentication (MFA) can use a personal question to verify identity. ( )

8. You don't need to tell anyone if your data has been stolen. ( )

9. Strong passwords help protect your device from hackers. ( )

10. It's not necessary to protect your information online. ( )

(4) Choose The correct answer from a , b , or c :

1. Multi-Factor Authentication requires two ways to confirm your _____ .
   a) account b) identity c) email

2. The strongest passwords contain letters, numbers, and _____ .
   a) dates b) symbols c) names

3. _____ scans the user's face to unlock the device.
   a) Fingerprint b) Voice recognition c) Facial recognition

4. Fingerprint authentication is a _____ way to unlock your phone.
   a) secure b) noisy c) slow

5. Encryption protects your _____ on the device.
   a) apps b) information c) games

6. The Data Protection Law requires companies to follow strict _____ rules.
   a) marketing b) safety c) security

7. If your data is stolen, you should tell a trusted _____ .
   a) company b) adult c) website

8. You should avoid using personal details in your _____ .
   a) password b) email c) apps

9. Full encryption only works if you set a _____ .
   a) username b) password c) phone number

10. Companies must inform customers immediately after data _____ .
    a) update b) sharing c) theft

Lesson 4 : Cyber Security

● You have learned a lot about online safety precautions and strategies. Here is a brief recap:

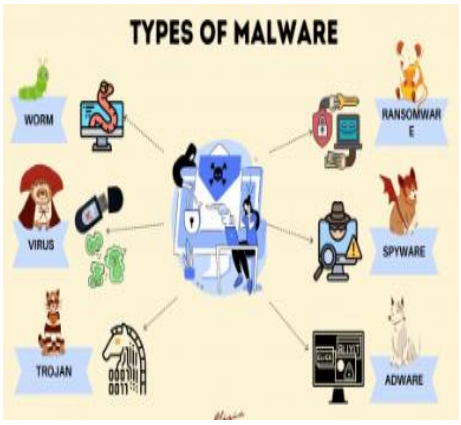
1. Use safe web browsers and install anti-virus protection on your devices.
2. Only allow friends and family to view your social media.
3. Do not communicate with people you don't know or who make you feel uncomfortable.
4. Do not share personal information online.
5. Use strong passwords and change them every three months.
6. Verify websites that you frequent are real, safe, and age appropriate.
7. Verify information you find to make sure it is accurate.

● Cyber security :

✋ These precautions are all examples of cyber security.

✋ Cyber security is defined as the protection of systems, networks, devices, and data from electronic attacks that they may be subjected to when using information and communication technology applications.

● Types of cyber security threats :



■ Malware :

✋ This is the greatest cyber security threat.

✋ No matter how cautious you are, you may still get tricked. Scareware is a type of malware that pretends to be a virus alert.

✋ It tells you to click on the link to help remove it, but the link is actually the virus! Mobile malware is also problematic and unsecured Wi-Fi, for example, can open you up to malware threats.

■ Spoofing:

✋ Cyber criminals pretend to be a business, or a known person, in order to trick you to provide your information, or click on unsafe links. If you click on unsafe links, you are in danger of having your information compromised, money stolen, or viruses installed on your devices.

✋ Examples of spoofing are a fake domain pretending to be a business, or an email account that has the name of a trusted service, or even personal acquaintances of yours.

● How to deal with cyber security threats :

1. Stay calm, but take swift action. Let your contacts know right away so they avoid opening anything suspicious. This way you can protect those you know from the same cyber threat.
2. Use anti-virus software to do a sweep of your computer and remove any viruses.
3. Confirm your security settings are up-to-date. Change your passwords – your device password, email, social media, etc.
4. It is best to change all your passwords, even if you think you have only been hacked on one particular account.
5. Report the threat to a trusted adult.
6. They can decide if further action is necessary, such as reporting it to an internet service provider, or getting the authorities involved.
7. Creating a personal online safety plan can prepare you for potential future issues.
8. These can include how you will protect your personal devices and information from cyber criminals.

Lesson 4 Questions

(1) Put True (√) Or False (x) :

1. Malware is the least dangerous form of cyber threat. ( )
2. Anti-virus software helps protect your devices from viruses. ( )
3. Spoofing is a form of cyber threat where someone pretends to be a trusted source. ( )
4. It is safe to share your personal information on any website. ( )
5. Cyber security means protecting your devices and data from electronic attacks. ( )
6. You should only change your passwords if you are sure you've been hacked. ( )
7. Using safe web browsers is one way to protect yourself online. ( )
8. Scareware is a type of malware that tries to trick you into clicking on fake virus alerts. ( )
9. You should never inform your contacts if your account gets hacked. ( )
10. Creating a personal online safety plan can help you prepare for future threats. ( )

(2) Choose The correct answer from a , b , or c :

1. __ is the act of pretending to be someone else to steal your personal data.
   a) Malware b) Spoofing c) Encryption
2. You should use _____ to remove viruses from your device.
   a) Anti-virus software b) Firewalls c) Unsafe links
3. A type of malware that pretends to be a virus alert is called _____ .
   a) Scareware b) Phishing c) Firewall
4. One good habit is to change your passwords every _____ .
   a) year b) week c) three months
5. Cyber security protects your devices from _____ attacks.
   a) electronic b) weather c) power
6. You should allow only _____ to view your social media.
   a) everyone b) friends and family c) strangers
7. Unsecured _____ can make your device vulnerable to malware.
   a) games b) emails c) Wi-Fi
8. You should never share your _____ online.
   a) favorite color b) personal information c) favorite game
9. If you get hacked, tell a _____ adult.
   a) busy b) trusted c) random

10. You should verify websites to make sure they are _____ .
a) popular b) fun c) real and safe

(3) Put True (√) Or False (x) :

1. Spoofing is always easy to recognize and avoid. ( )
2. A strong password should be changed every three months. ( )
3. You should click on any alert that says your device is infected. ( )
4. Cyber security includes protecting networks and devices. ( )
5. Scareware tries to help users remove real viruses. ( )
6. Reporting threats to a trusted adult is a smart step. ( )
7. Anti-virus software can help detect and remove malware. ( )
8. A fake email from a trusted friend can be an example of spoofing. ( )
9. It's safe to use public Wi-Fi for sensitive information. ( )
10. Creating a safety plan can help you respond to cyber threats. ( )

(4) Choose The correct answer from a , b , or c :

1. _____ is a program or file designed to harm your device.
a) Malware b) Spoofing c) Firewall

2. A _____ adult should be informed if a cyber threat occurs.
a) young b) trusted c) famous

3. Cyber security involves protecting systems from _____ attacks.
a) physical b) electronic c) mechanical

4. Clicking on _____ links may install viruses on your device.
a) safe b) random c) unsafe

5. Use _____ browsers to stay protected online.
a) old b) safe c) private

6. Spoofing attacks often use fake _____ .
a) games b) emails c) videos

7. You should change all your _____ if you suspect an attack.
a) devices b) accounts c) passwords

8. Verifying websites ensures they are _____ .
a) cool b) secure c) long

9. Malware may enter your device through _____ Wi-Fi.
a) fast b) locked c) unsecured

10. One type of malware that acts like a fake virus alert is _____ .
a) ransomware b) Scareware c) spyware

Lesson 5 : Copyright and Electronic Financial Trading

● Copyright :

✋ Let's review what copyright (intellectual property rights) means.

♦ Intellectual property is someone's invention, creation or idea, that is protected by law from being copied by someone else, such as an individual or a business.

♦ Copyright includes written, visual, audio, video, and web material.

♦ Creative Commons : refers to work that has been granted permission to share by the creator.

♦ Work in data libraries such as the Egyptian Knowledge Bank (EKB) is already approved for use.

♦ Egypt considers work in the public domain if the creator has been deceased for at least 50 years. No creator permission is required.

● Electronic financial trading :

✋ A stock exchange is a market where buyers and sellers deal in units of company stocks.

✋ These stocks are called shares.

✋ The Egyptian stock exchange allows citizens to invest in any market sector, for example in food, clothing, or petroleum.

✋ Smart investors will research multiple companies before deciding which company to invest in.

✋ They analyze markets to see which companies' stocks go up or down. They will also be checking to see the products or services offered, to see if it's a good fit for them personally.

✋ In traditional settings, an investor will have a broker – this is a person who handles the buying and selling of shares.

✋ However, electronic financial trading (e-trading) has made the process of buying and selling shares more efficient, and provides the investor with more authority.

- With the spread of the internet, electronic trading platforms are now common place.
- E-trading allows the investor to make trades on their own through websites or applications. While investors can still use a broker, e-trading allows more independence and user-friendly options.
- These include robo-advisors – online applications that provide financial guidance and services.
- E-trading provides access to many more people who otherwise might not be able to invest. It is also easier for different companies to trade with one another faster, no matter where they are located.

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Lesson 5 Questions

(1) Put True (√) Or False (x) :

1. Copyright protects ideas from being copied by others. ( )
2. Creative Commons means no permission is needed from the creator. ( )
3. Visual and audio materials are included in copyright. ( )
4. The Egyptian Knowledge Bank (EKB) materials require special permission to use. ( )
5. Public domain content in Egypt can be used if the creator died more than 50 years ago. ( )
6. Shares are units of stock that people buy and sell in a stock exchange. ( )
7. In e-trading, only brokers are allowed to make trades for investors. ( )
8. E-trading gives investors more control and independence. ( )
9. Robo-advisors are people who give financial advice online. ( )
10. E-trading helps companies trade faster across different locations ( )

(2) Choose The correct answer from a , b , or c :

1. _____ is the legal protection of a person's creative work.

a) Investment b) Copyright c) Trademark

2. The term _____refers to ideas and creations protected by copyright.

a) Intellectual property b) Social media c) Public files

3. Creative Commons allows people to _____ work legally.

a) ignore b) share c) delete

4. The _____ is a public digital library with approved content.

a) Egyptian Knowledge Bank
b) Financial Trading Forum
c) National Gaming Center

5. Stock _____is a place where people buy and sell company shares.

a) library b) exchange c) bank

6. Shares represent units of _____ in a company.

a) debt b) ownership c) taxes

7. Smart investors _____ companies before investing.

a) ignore b) copy c) research

8. In e-trading, people can buy and sell shares using _____ .

a) newspapers b) websites or apps c) letters

9. A _____ helps investors buy and sell shares in traditional trading.

a) driver b) banker c) broker

10. Online financial tools like _____ offer guidance to investors.

a) robo-advisors b) cash machines c) file readers

(3) Put True (√) Or False (x) :

1. Copyright applies only to written text, not images or videos. ( )

2. Creative Commons allows others to use a creator's work under certain conditions. ( )

3. Work found in the Egyptian Knowledge Bank cannot be used without paying a fee. ( )

4. Intellectual property includes inventions and original ideas. ( )

5. A creator's work becomes public domain in Egypt 10 years after their death. ( )

6. The stock exchange is where people buy and sell company shares. ( )

7. Shares are the same as loans. ( )

8. E-trading requires an investor to work directly with a broker. ( )

9. Robo-advisors are digital tools that help investors make decisions. ( )

10. E-trading limits the number of people who can invest. ( )

(4) Choose The correct answer from a , b , or c :

1. _____ is the legal right that protects someone's original work.

a) Internet law b) Copyright c) E-trading

2. _____ includes written, visual, and audio content.

a) Creative Commons b) Copyright c) Stock

3. _____ work can be shared freely because it has no copyright protection.

a) Creative b) Intellectual c) Public domain

4. In Egypt, work becomes public domain if the creator died over _____ years ago.

a) 50 b) 10 c) 5

5. The Egyptian Knowledge Bank is a source of _____ material.

a) copied b) approved c) illegal

6. A _____ is a share of ownership in a company.

a) token b) loan c) stock

7. Investors study market trends to decide where to _____ .

a) search b) invest c) shop

8. A _____ is a person who helps buy and sell shares in traditional trading.

a) broker b) trader c) developer

9. Electronic financial trading is also called _____ .

a) e-payment b) e-trading c) e-learning

10. _____ help people invest by using automated financial advice.

a) File managers b) Robo-advisors c) App developers

Lesson 6 : Cloud Storage Of Files

- What is cloud computing ?

✋ Cloud computing is the on-demand storing, and accessing, of data and programs via remote servers on the internet.

✋ Furthermore, it enables users to access files and data easily and conveniently from anywhere and at any time.

- Examples of cloud computing :

✋ service providers include Microsoft 365 with its application OneDrive™, and Google with its application Google Drive™.

- Remote Servers connect users who are not on the Local Area Network (LAN) to access and manage data , files and applications via the internet .

- The advantages of cloud computing :

1. It frees up space on your devices by using cloud storage services.
2. It allows you to log in and access your files from multiple devices, as long as you have internet service.
3. It provides a backup for your files.
4. It provides an extra layer of security by offering password protected data storage and data encryption.
5. It allows you to directly share files with authorized users

- Data encryption :

✋ converts data into a code to prevent unauthorized user access .

- The disadvantages of cloud computing :

1. It requires you to have an internet connection. If you lose your internet connection,you won't be able to access files that are only stored in the cloud.
2. Cloud storage is often a fee-based service. If you want to store files, you will need to pay a fee the more storage you require, the higher the fee you will pay.
3. If the cloud service you are using is a victim of a data breach, you may become a victim as well, as your information may be compromised.
4. However, while there is a small risk, cloud services are overall extremely safe and secure.

- A data breach :

✋ occurs when unauthorized parties gain access to confidential data and information.

- Storing files in the cloud :

Having a document management system allows you to organize your documents so it is quick and easy to find them.

1. Create separate folders for different types of data like photos, videos, audio files, and documents.
2. Separate school and personal information, with one folder for each.
3. Label folders and subfolders clearly, so it's easy to find what you are looking for.
4. Consider keeping separate folders depending on the file type, such as videos, photos, audio files, and text documents.

♦ Create strong passwords for files and have security measures in place.

♦ Be sure to use a strong password for any account you have on a cloud storage platform, including Multi Factor Authentication (MFA) for additional security.

♦ All the large and reputable cloud storage services offer MFA

Lesson 6 Questions

(1) Put True (√) Or False (x) :

1.Cloud computing allows you to store and access data using the internet. ( )
2. One disadvantage of cloud computing is that it works without internet access. ( )
3. Google Drive™ is an example of a cloud storage service. ( )
4. Cloud computing reduces the storage needed on your personal devices. ( )
5. Data encryption makes it easier for unauthorized users to access data. ( )
6. A data breach means files are automatically deleted. ( )
7. Remote servers let users access data outside their local network. ( )
8. Multi-Factor Authentication (MFA) adds extra security to cloud accounts. ( )
9. All cloud storage services are free and unlimited. ( )
10. Organizing files in folders helps you find documents faster. ( )

(2) Choose The correct answer from a , b , or c :

1. Cloud computing allows users to access files from _____ .
   a) only one device b) anywhere with internet c) a printer
2. A popular Microsoft cloud storage service is _____ .
   a) Google Docs b) Outlook c) OneDrive
3. _____ is a method used to convert data into code to keep it secure.
   a) Data breach b) Hacking c) Encryption
4. One of the _____ of cloud computing is that it provides file backups.
   a) problems b) advantages c) passwords
5. A _____ occurs when someone accesses your data without permission.
   a) folder b) cloud c) data breach
6. To access files in the cloud, a stable _____ connection is required.
   a) Bluetooth b) internet c) power
7. Cloud services let you _____ files directly with others.
   a) print b) share c) delete
8. Organizing your documents using _____ makes them easy to find.
   a) games b) folders c) emails
9. Cloud storage services often require users to pay a _____ .
   a) fee b) loan c) tax
10. Using _____ adds a second step to confirm your identity when logging in.
    a) cloud storage b) file sharing c) Multi-Factor Authentication

(3) Put True (√) Or False (x) :

1. Cloud computing requires an internet connection to work. ( )
2. Cloud storage services can only be used on desktop computers. ( )
3. OneDrive™ is part of Microsoft 365 cloud services. ( )
4. Cloud computing does not allow file sharing with other users. ( )
5. You can access cloud-stored data from multiple devices. ( )
6. Data encryption protects your files from unauthorized access. ( )
7. Without internet access, you can still fully use cloud storage. ( )
8. Using folders in cloud storage helps keep files organized. ( )
9. A data breach is a safe way to share files. ( )
10. Strong passwords and MFA improve cloud security. ( )

(4) Choose The correct answer from a , b , or c :

1. Cloud computing stores and accesses data using _____ .
   a) flash drives b) the internet c) CDs
2. A cloud service provided by Google is _____ .
   a) Drive™ b) Word™ c) Excel™
3. _____ allows access to data even outside your local network.
   a) Remote servers b) Local folders c) USB ports
4. Cloud computing provides an extra layer of _____ for your files.
   a) color b) security c) storage
5. Files stored in the cloud can be shared with _____ users.
   a) unauthorized b) deleted c) authorized
6. A _____ converts information into unreadable code.
   a) password b) link c) data encryption
7. Losing your _____ connection can prevent cloud access.
   a) mouse b) internet c) document
8. Cloud services offer _____ based plans for storing large files.
   a) fee b) noise c) game
9. A document management system helps users _____ files quickly.
   a) delete b) find c) print
10. MFA stands for Multi-Factor _____ .
    a) Authorization b) Access c) Authentication

Lesson 7 : Cloud Computing Applications

- The most popular software that deal with cloud computing applications :

1. Microsoft 365™

2. Google Workspace™

- They are Both platforms include productivity apps and storage.

- Microsoft 365 :

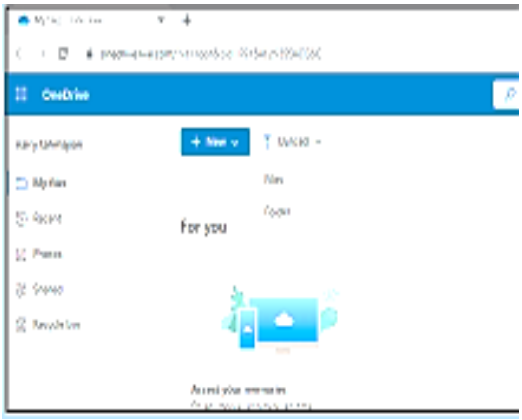
- offers a whole suite of productivity apps such as :

1. Microsoft Teams™ 2. Word 3. Excel™ 4. PowerPoint™
5. email platform, Outlook™
6. Microsoft 365 storage application OneDrive.

- In summary, this platform provides everything you need.
- When you select Microsoft Word, as shown in the photo, it opens up a new blank document that allows you to draft ideas,a story, or an assignment.
- Other applications like PowerPoint can also help you create a presentation and OneDrive can help you share work with your friends too.

- OneDrive :

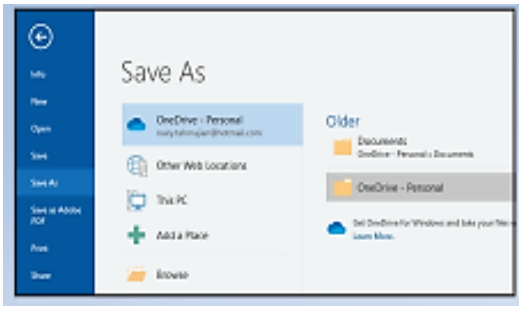
- OneDrive allows you to store, share, and access files from any device.
- It's very user-friendly. You upload your files and then click on the Share option to share with others.
- You can decide what level of access each person you share with gets – whether it's for viewing purposes only, or editing.



- How to upload files or folders to OneDrive

1. In Chrome, sign in the Microsoft Office. Select OneDrive.
2. 'Select Upload > Files or Upload > Folder.
3. Select the files or folder you want to upload.
4. Select Open or Select Folder.

- How to save a file to OneDrive :



1. Select File > Save a Copy > OneDrive – Personal/Company.
2. Select Enter file name here and type a name.
3. Select Save.
4. You will then see the file in your OneDrive, the next time you open the Office app.

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Lesson 7 Questions

(1) Put True (√) Or False (x) :

1. Microsoft 365 and Google Workspace both offer productivity apps and storage. ( )
2. PowerPoint is used to write stories and assignments. ( )
3. Outlook is the email platform included in Microsoft 365. ( )
4. OneDrive allows you to store and share files only from your computer. ( )
5. You can edit a file on OneDrive if you have been given permission. ( )
6. Microsoft Teams is a cloud-based chat application. ( )
7. To save a file to OneDrive, you must first print it. ( )
8. You can choose between uploading individual files or entire folders to OneDrive. ( )
9. Google Workspace does not include cloud storage. ( )
10. After saving a file to OneDrive, it becomes available the next time you open the Office app. ( )

(2) Choose The correct answer from a , b , or c :

1. Microsoft 365 and Google Workspace are examples of ____ applications.
   a) hardware b) cloud computing c) video editing
2. The _____ app helps users create documents in Microsoft 365.
   a) Excel b) Word c) Teams

3. _____ is used to create slideshows and presentations.

a) PowerPoint b) Outlook c) OneDrive

4. The storage application included in Microsoft 365 is called _____ .

a) Dropbox b) Gmail c) OneDrive

5. Outlook is used to send and receive _____ .

a) videos b) music c) emails

6. Microsoft Teams is mainly used for _____ .

a) drawing b) communication and meetings c) storing passwords

7. OneDrive lets you control if others can _____ or view your files.

a) buy b) delete c) edit

8. To upload a file in OneDrive, you must first click _____ .

a) New > File b) Upload > File c) Delete > Folder

9. When saving a file to OneDrive, you select _____ to name the file.

a) Close b) Enter file name here c) Format

10. Files saved in OneDrive appear when you next open the _____ .

a) Office app b) Recycle Bin c) Settings

(3) Put True (√) Or False (x) :

1. OneDrive is only available on mobile phones. ( )

2.You need a Microsoft account to access Microsoft 365 and OneDrive. ( )

3. Google Workspace is not related to cloud computing. ( )

4. Word, Excel, and PowerPoint are part of Microsoft 365. ( )

5. OneDrive can only store Word files. ( )

6. You can upload both files and folders to OneDrive. ( )

7. The Share button in OneDrive allows you to delete files. ( )

8. OneDrive can be used to access files from different devices. ( )

9. You cannot choose who can edit your shared files on OneDrive. ( )

10. Saving a copy to OneDrive keeps your file available online. ( )

(4) Choose The correct answer from a , b , or c :

1. _____ is a Microsoft platform for cloud-based storage and productivity.
   a) OneNote b) OneDrive c) Windows
2. _____ is used for making spreadsheets in Microsoft 365.
   a) Excel b) Word c) Teams
3. To share files with others, you must click on _____ in OneDrive.
   a) Save b) Share c) Print
4. Microsoft 365 provides tools for productivity and _____ .
   a) games b) storage c) design
5. The app used to manage emails in Microsoft 365 is _____ .
   a) Chrome b) Outlook c) Slides
6. Google Workspace and Microsoft 365 are examples of _____ tools.
   a) cloud computing b) desktop publishing c) drawing
7. In OneDrive, you can control whether a person can view or _____ a file.
   a) delete b) rename c) edit
8. To upload a folder to OneDrive, select Upload > _____ .
   a) File b) Document c) Folder
9. The steps to save a file include File > Save a Copy > _____ .
   a) Desktop b) OneDrive c) Recycle Bin
10. When you name a file, you type it in the box labeled _____ .
    a) Search b) Enter file name here c) Comments